

Habitat Host Volunteer Role Checklist

Women Build Event Setup and Registration



➤ Pre-Orientation

- Run through the basic Habitat Chicago info shared at your training!
- Read through the Morning Talk talking points to be provided by Habitat Chicago one week prior, be prepared to share this information with a group of 12
- Familiarize yourself with the morning run of show and set up maps to be provided by Habitat Chicago one week prior to the event

➤ 6:30am Arrival- 12026 S Emerald Ave, Chicago, IL 60628

- Assist with tent and table set up – follow directions given by Habitat point person
 - Central tent, first aid tents, sound system, team stations, & water stations will all be set up at this time
 - Road closure signage and other signage will also be added at this time
- Help with general cleanup and litter removal ensuring the area around the site looks as clean as possible

➤ 7:15am Women Builder greeting & orientation

- Greet women builders and help to guide parking
- Work with the team to ensure all women builders find their appropriate team sign-in location
 - You may be assigned to a specific team sign-in or you may be floating to greet and help move people to their location depending on the day
- Help with team sign-in, t-shirt hand out and other tasks
- Assist with volunteer engagement for sharing morning talk and ensure all volunteers are engaged in the site and safety orientation
- Share pertinent information related to the build-day with team as assigned

➤ 8:30am Morning cleanup

- Work with the team to clean up all the morning materials that are no longer needed and change the central tent from morning registration set-up to lunch time set up.

➤ 9:00am Dismissal

- Assist with volunteer engagement for sharing morning talk and ensure all volunteers are engaged in the site and safety orientation
- Share pertinent information related to the build-day with team as assigned